



Job Opportunity

State Controller's Office

Position: Mailing Machine Operator II
2 Positions (Day and Swing Shift) **Statewide**

Location: Administration and Disbursements Division
P.O. Box 942850, Sacramento, CA 94250

Issue Date: 03/24/00 **Final Filing Date:** Until Filled
Contact/Telephone: Chuck Albin, 916 445-6585 **Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list
California Relay Service: 1-800-735-2929 **Position Number(s):** 051-140-1780-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

The Mailing Machine Operator II, under the general supervision of a Mailing Machine Supervisor, operates various mail center equipment. The primary function being the operation of mail inserting machines and the secondary function being the operation of a P/B mail presorting machine.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Operate and adjust the following mail center equipment
- P/B presort machine
- B/H mail inserters
- Forms burster and folder

Experience/Qualifications

- Excellent attendance
- Initiative
- Ability to handle 50 lbs.
- Ability to work as a team member
- Ability to maneuver mail cages
- Problem solving abilities

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

P.O. Box 942850

Sacramento, CA 94250

Attn: Chuck Albin